Relocation Values and Options

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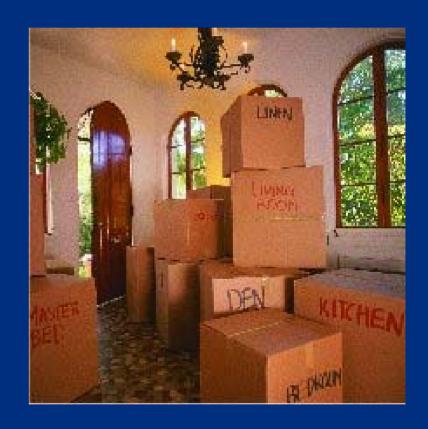
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Perspective

- Introduction
- Goals Today





Getting Started

Market Research is the Key

- What does your customer want?
- What have their previous experiences been in obtaining this service?
- Look at knowledge base of your evaluation team

What Services are Offered by GSA on Schedule?

- Review SINS on Schedule 48
- Review Vendor information available on-line
- Review the GSA Work Statement available on-line

Customizing Your Requirement

- Can I customize the work statement?
- What about adding a Schedule of Prices?



Evaluation Factors

Work with the customer to identify evaluation factors

- Make sure the factors are clear and concise
- Make sure you identify the relative weights of the factors
- Make sure you evaluate everything that you identified as a factor
- Price and Past Performance must always be evaluation factors



Lessons Learned

Past Performance Factor

- NIH database/PPIRS database provide minimal results
- Construct Past Performance checklist based on NIH format and send to contractor provided references

Recommend creating a checklist to be used by evaluation team Adjectival Ratings vs. Numerical Ratings

Be consistent in evaluation approach for both technical and price

Get your evaluation team actively involved

 Example: The team is encouraged to contact references in the evaluation of past performance for additional information and clarification



More Lessons Learned

During Solicitation, be prepared for questions, questions and more questions

- Seek assistance from your evaluation team members
- Seek assistance from the professionals:
 - GSA (Ask the Expert website)
 - Vendors and Trade Associations

Document, document---and be prepared

